

Request for Appearances/Speaking Engagements With NASA's Associate Administrator for Education or Other NASA Education Staff/Personnel

Date of Request:

Event Information		
Event Date (MM/DD/YYYY) and Start Time (in US/Eastern time zone):		
Location/Address:		
Event Name:		
Event Background:		
Audience (size and composition):		
Speaker Presentation Information		
Speaker start time (in US/Eastern time zone):		
Length of time for presentation:	Q&A?: Yes No	
Type of presentation (greeting, informal remarks, keynote, other):		
Suggested speaking topics (include order of preference):		
If Leland D. Melvin is the speaker, please specify dress attire: Flight Suit Flight Jacket Business Attire		
Speaker will be introduced by:		
Please include information the speaker should know when planning for this engagement, such as "hot" issues, VIPs expected, etc.:		
Names of other speakers on the program:		
General Information		
Sponsoring organizations:		
Will a press release be drafted regarding Mr. Melvin's role at this event? Yes No		
Will media attend? Yes No		
Will there be an interview with media? If yes, what will the topic or issue include:		
Please list other activities planned in conjunction with this event that include the speaker:		
Logistics Information		
Hotel reservations, if necessary, have been made for the speaker at (please include name, address, and phone number of the hotel):		
Transportation for the speaker will be provided by:		
Because of budgetary constraints and limited travel funds, please advise if your organization can fund this activity: Yes No		
Requestor's Information		
Requestor's name:		
Email address:		
Telephone number:		
Date response is needed (please allow two weeks for a response):		
Event/Organization Point of Contact (if different from above):		
Email address:		
Telephone number:		
Additional Information and/or Comments		